Cross Reference

Idaho Agricultural Science and Technology Planning and Accounting Book
and
The Agricultural Experience Tracker (AET)

Inside Cover page #1

Idaho: Student Information
AET: Profile; My Account, FFA and Personal Information

Idaho: Years Degrees Received
AET: Profile; FFA Award Information

Idaho: SAE Programs Recorded in this book.
AET: *AET is a complete experience tracker, the program does not just track SAE programs, and activities, it also tracks skills developed. AET has good worksheets to assist teachers and students through the process: Select: Student Help or Teacher Help on the right hand side of the screen.*
You can start an SAE in AET under *Experience Manager*. You can get to *Experience Manager* from the *Profile* tab or from the *Journal* tab. Once on this page, the student is able to select the type of experience, name the project/experience and select other information.
To answer a couple of questions:
Experience Category, some students will question, what category do I select? If it is placement on the family dairy farm and they grow crops. Select the category where they spend the majority of their time. This selection helps the program to generate FFA award applications.
Ownership, if the project is Placement the choice is 100, the student owns 100% of the hours they work. If it is Entrepreneurship the student would put the percentage of the project they own, this is generally the only time this number would be less than 100.

If the student selects Animal Systems, the program gives the student choices for *Category/Unit, Quantity, Management Module.*
Category/Unit: lets the student select the type of livestock and numbers associated with the project – even if the project is placement or exploratory.
Quantity: is to allow the student to enter the number of livestock they are working with in their project.
Management Module: answers questions such as; is the project a market or breeding project.

After the student has set up his project, from the Experience Manager page there are four   hot links: Setup, Plan, Budget, and Map.
In Setup the student can edit, change, delete or make inactive the project. After all data has

been entered for a project the box with a checkmark in for active should be unchecked. This lets the program calculate final data.

In Plan the student can enter the project agreement. **Be sure to _save_ after any changes or the data you type will be lost.**

> Description: of the project, and signatures if desired.
> Time Investment: hours anticipated to work, ect.
> Financial Investment: financing
> Capital Investment: who provides what capital items
> Learning Outcomes: what skills will the student develop?

In Budget the student will be able to calculate a budget for the project. Equipment cost (custom) could be entered here.

In Map the student is able to place a marker on a map identifying the location. This will also generate a report for advisors to do SAE visits.

Goals page #4

AET: Profile, Experience Manager, (select the experience and then enter goals under Learning Outcomes).

Activities page #5

AET: Journal (this is not a financial journal, this is a place where activities are recorded.) Activities that students are involved in are entered here.

> **New Course-related Activity** - experiences in and out of the classroom, but related to classes in which you are currently enrolled. You must set up your **Class Enrollment** in your profile before making these journal entries.
> **New Experience (Enterprise)-related Activity** - journal entries that involve your financial experiences such as a show animal or entrepreneurship business. You must set up your **Experience Manager** before making these journal entries.
> **New FFA Office-related Activity** - journal entries related to your FFA Offices that you hold. Experiences may include awards, attending conventions, or student committees. You must set up your **FFA Offices** in your profile before making these journal entries.
> **New FFA Committee Activity** - journal entries related to Program of Activities committees you are involved with, such as Student, Chapter, or Community Committees. You must set up your _FFA Committees_ in your profile before making these journal entries.
> **New FFA-related Activity** - journal entries relating to FFA activities such as conferences,

camps, meetings, and other FFA-related activities that don't fit other categories. Students will not be able to enter FFA activities that are not entered on the Chapter Calendar, if the data is correct on the calendar, the student will be able to select the activity on the calendar and then select *participants*, then *click here.* This will enter the activity in the student's journal.

New FFA Competition Activity - journal entries related to any Career Development Events (CDEs), Leadership Competition, or other FFA competition. This also lets you describe the awards or placing you win.

New Community Service Activity - journal entries that are related to community service activities that are required for most FFA Degrees.

Improvement page #6

AET: If the student is involved in an Improvement SAE, they should set up a new Experience. If it is an improvement to an existing SAE, it should be entered in the journal under New Experience Related activity.

Inventories page #7-8

AET: Inventories are managed after you have set up Experiences, go to the **Finances** tab. You will see two areas where you can manage inventory.

Beginning Inventories - After setting up your Experiences, use this screen to document expenses and capital items that you purchased before you started Ag classes.

You will find four tabs under Beginning Inventories:

Beginning Date – this is the earliest date in which you have selected a class to be enrolled in, it uses the beginning date of the class.

Experiences (Current Inventory) - If you began your Ag Project "Experiences" before you started class, you can use this page to add your expenses. Before you can use this page, you must set up your Experiences using the **Experience Manager**. The DATE of these transactions will automatically be set to your first day of class.

Capital Items - Capital Items are things used by your projects that are usually expensive and last several years. Examples include: show tack, feeders, breeding animals, trailers, and other equipment. If you have Capital Items from before you started class, you can use this page to add them. The PURCHASE DATE will automatically be set to your first day of class. Use the **Capital Item Manager** to specify additional details, depreciation, etc for each capital item.

Beginning Cash - The AET automatically provides enough cash to buy your Beginning Inventory items from before you were in Ag classes (previous two steps). You can add additional cash to reflect the balance in your checking or savings account that is available for your Ag Projects on the first day of class.

Capital Item Manager - Capital Items are non-current assets that you purchase or own that are expected to have a useful life beyond one year. This section of the AET records your capital item purchases, sales, and depreciation.

Balance Sheet Assets & Liabilities #9-10
AET: The AET will generate this report for you based on the data you enter into the program. It uses your inventories, capital items, and financial entries to calculate this report. You can look at this report by selecting: **Reports** then **Balance Sheet.**

SAE Income & Expenses; Ag Bus Budget #11-15
These reports are budgets; anticipated income and expenses.
AET: Allows you to build a budget by going to the **Experience Manager** page, under Options select **Budget**.

Placement Agreement - #16-17 & SE Agreement #18-19
AET: **Experience Manager** page, under Options select **Plan.**
Every SAE requires planning and reflection. The SAE Plan (or "SAE Agreement") is where you will describe how you planned your SAE, the goals and benchmarks you set, and how close you came to accomplishing your goals. This becomes part of your Complete Record Book Report and ends up in many FFA Award Applications. **Each section should be carefully written using complete sentences in grammatically correct paragraphs.**

Wt & Loss #20 & Breeding #21
AET: These reports are generated from the memo section of Financial entries.

Cash Flow
AET: This report is generated from Financial entries. It is not a typical Cash Flow report.

Skills Record #23
AET: There are two places to enter skills, one is to go to Reports, Degree/Application Manager, (then select an application to add: proficiency, star battery; both of these have skills portions). When entered in this section the skills can be selected to put in the applications.

The second area to enter skills is in the journal.

Journal #24-25 – this is the financial section.

AET: Finances are kept in the Finances section. Here are the choices you will see when you go to this page.

Setting Up Your Finances

Experience Manager - every aspect of your Agricultural Experience Tracker is organized around "experiences" (also known as SAEs or "enterprises"). Use this webpage to set up and organize your experiences.

Beginning Inventories - After setting up your Experiences, use this screen to document expenses and capital items that you purchased before you started Ag classes.

Capital Item Manager - Capital Items are non-current assets that you purchase or own that are expected to have a useful life beyond one year. This section of the AET records your capital item purchases, sales, and depreciation.

Income and Expense Transactions

Transaction Ledger - you can view, edit, and search for financial transactions.

cash income / **cash expens**e - new CASH income and expenses, such as feed for livestock or seed for crops or selling your steer at the livestock show.

See also: **Multi-vendor Cash Expense**

non-cash transaction - new NON-CASH income and expenses such as transferring corn to steer enterprise or using products at home.

New Paycheck - your income and expense from placement experiences (income from a job).

Loan Manager - Borrowing money increases cash so that you can buy items. Use this section to borrow money and to make loan payments and record interest.

General Income/Expense - income/expenses that are not related to Experiences, such as educational experiences buying/selling stocks and bonds, personal expenses, etc.

SAE Management Modules

Market/Heifer Manager - Manage your Market Animal SAEs.

Balance Sheet / Adjustment Items

Market Value of Current Experiences - adjust the year-end current inventory value of experiences to reflect a true market value versus the calculated cost value.

Summary #34

AET: On the Reports page, there are many different reports that AET will generate.

Scenarios

Scenarios related to common Ag Ed student situations like inherited livestock, unpaid hours, labor exchanged for livestock feed/supplies, how to count work in the Ag shop/classroom and CDE prep time, etc.

Most questions will be best answered in the Teacher Help or Student Help section of AET. There you will find answers to questions and teaching materials that have already been developed to walk students through the selection of an SAE, set up, and data entry.

Inherited Capital Items & Inventory (equipment, livestock, land, ect.):
Finances, Non-Cash Transaction, Receive a Gift

Labor Exchange for supplies/feed, ect.:
Finances, Non-Cash Transaction.
This works in two ways:
SAE Labor Exchange - As part of your SAE, you worked in exchange for feed, pen rent, etc.
Non-SAE Labor Exchange - Independently of your SAE, you worked in exchange for feed, pen rent, etc.

Unpaid Hours
Journal, New Experience Related Activity
Enter the activity and record the number of hours involved.

Hours of work in the Ag shop/Classroom
Journal, (then select the place where the hours are spent: Course work, SAE work, FFA involvement, Service, ect.). The hours need to be classified as in-class or outside of class hours.

CDE prep time:
National FFA allows for time spent on Career Development to be included in award applications as countable unpaid hours. In AET, CDE prep time should be an Exploratory SAE.

Experience Manager, Add New, (select the Experience Category, Subcategory, Exploratory, and name the SAE – with a brief description, quantity will be 1, ownership will be 100).
Hours will be entered in the journal: Experience-related activity, with a description of skills developed, and hours spent outside of class time.

The Agricultural Experier

| Profile | Journal | Finances |

Experience Manager

[Add New]   [Return to AET]

Options				Type	Name
Setup	Plan	Budget	Map	**EN** - Nursery Operations	**11 Greenhouse 2011**
					GRAND TOTAL